

# Annex 2: Terms of Reference for The Baltic- Nordic Energy Research programme

## 1 BACKGROUND

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The Baltic-Nordic Energy Research programme (hereafter called the Programme) is a collaborative effort to improve collaboration in energy research between Nordic Energy Research (NER) and the following organisations:

- The Ministry of Economic Affairs and Communications, Estonia,
- The Ministry of Economics, Latvia,
- The Ministry of Energy, Lithuania.

The overall aim of the programme is to promote energy research in the Baltic States and inspire intra-Baltic and Baltic-Nordic collaboration.

The Programme was initiated by NER in a formal letter to the aforementioned organisations in May 2017, and was further discussed at a meeting in Vilnius October 2017.

## 2 THE PROGRAMME BOARD

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### 2.1 CHAIRING OF THE PROGRAMME BOARD AND SUBORDINATE BODIES OF THE PROGRAMME BOARD

The Programme Board Chair will rotate between the Participants on an annual basis. NER will chair the first year, and the Programme Board will decide on the following rotation on the second Programme Board meeting in 2018.

Expert groups may be appointed by the Programme Board if deemed necessary. In order to facilitate scientific and user relevant progress and coherence of the Programme, the Programme Board can appoint a Scientific Advisory Board (SAB). The SAB reports to the Programme Board in intervals decided by the latter.

### 2.2 MANDATE OF THE PROGRAMME BOARD

The task of the Programme Board is to work to fulfil the aims of this Memorandum of Understanding, and represent the interests of the Participants. Calls for proposals for funding will be implemented under the Programme.

The Programme Board is mandated to:

- identify new projects and activities within the Actions no 1-3, and actively participate in the consultation on the co-funding thereof,
- supervise and coordinate initiatives within the Programme. This includes suggesting the thematic scope and instrumentation for new actions, as well as providing/sourcing peers for the evaluation of incoming proposals. Moreover, it includes supervision of Programme activities such as mid-term and final evaluation and dissemination of results,
- decide on the thematic areas and funding instruments for the Actions.

### **2.3. WORK PROCEDURES FOR THE PROGRAMME BOARD**

The Programme Board meets on a regular basis, at least twice a year. The Programme Board has quorum when a majority of its members are present. All decisions shall be made by consensus.

The Programme Board will approve an annual report prepared by the Administration.

The Programme Board should adhere to all relevant guidelines and policies (see item 6).

## **3 THE ADMINISTRATION OF THE PROGRAMME**

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NER administers the Programme and its finances. Where appropriate, the NER guidelines, procedures and rules will guide the actions by the Programme Board.

NER administers the funds of the initiative, designs and implements call(s) and evaluation procedures and is the contract partner for funded projects. NER is also in charge of follow-up and reporting of project progress and results to the Programme Board.

NER will oversee the administration of the Calls for proposals for the Programme, the management of project contracts, the follow up of the projects and reporting to the Programme Board.

NER will present a proposal for the practical organisation of the administration at the first or second Programme Board meeting.

The administrative costs (Travel expenses, salary, etc.) of the Programme should not exceed 10 % of the Programme fund.

Projects from the category "*Action no 1*" may start when the funding decisions have been made and the project contracts between the project managers and NER are signed.

"*Action no 2*" and "*Action no 3*" may start when the funding decisions have been made and a project proposal for each Action has been approved by the Programme Board.

## **4 IMPARTIALITY**

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Programme Board members are subject to NER's rules for impartiality. They are prohibited from participating in applications for funding from the Programme. Other cases of potential conflicts of interest shall be thoroughly reported by the Programme Board member to NER in advance of Programme Board meetings and ruled on by the NER Director. Minutes from Programme Board meetings shall always include a record on Impartiality and how possible conflicts of interest have been resolved.

## **5 OTHER**

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If a Programme Board member is prevented from participating actively in the work, a new member shall be nominated by the respective Participant.

## 6 ATTACHMENTS

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Guidelines on Impartiality in NER